



DEPARTMENT OF THE NAVY  
COMMANDER NAVAL RESERVE FORCES COMMAND  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5100

IN REPLY REFER TO:

Canc: Sep 09

COMNAVRESFORCOMNOTE 1001  
N5  
26 Sep 08

COMNAVRESFORCOM NOTICE 1001

From: Commander, Navy Reserve Forces Command

Subj: FISCAL YEAR 2009 (FY09) POLICY EXECUTION GUIDANCE

Ref: (a) COMNAVRESFORINST 1001.5E (Change 3)  
(b) BUPERSINST 1001.39F  
(c) DODINST 1215.06 of 7 Feb 07

1. Purpose. This notice provides supplemental policy guidance to reference (a) to assist Commanders in planning and executing FY09 missions. Commanders at all levels shall be familiar with references (a) and (b) in making their decisions.

2. Operations and Resources. Active Component (AC) Commander Operational Support and Training requirements are the primary demand signal for Navy Reserve fiscal, operational and training policies. Represented by Operational Support Officers (OSOs) and Unit Commanding Officers (COs), AC Commanders identify, prioritize, and communicate fiscal year Active Duty for Training (ADT), Inactive Duty Training Travel (IDTT) and Additional Drill requirements as well as planning for Annual Training (AT) entitlements to Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) via the Operational Support Plan (OSPlan) process. Although discretionary RPN funding allocations flow through the AC chain of command and actual AT funds flow through the Reserve Component (RC) chain of command, the AC Commander/OSO and Unit CO Team manage and are responsible for all of individual Reservists' operational support and training. Monthly Unit CO reconciliation of the NROWS Budget Estimator (BE) tool facilitates decision making for RCC AT accounts and is critical in correctly aligning resources to ensure that AT funding for entitlements is available when required. OSOs will coordinate directly with Commander, Navy Personnel Command (PERS-4G) for Active Duty for Operational Support (ADOS, formerly referred to as ADSW) orders.

a. Support requirements must be established through the supported command OSO to ensure accountability and prioritization per AC requirements. OSOs will manage available funding options and choose the best option for each set of orders to include orders using funds managed directly by the OSO (e.g., ADT, IDTT additional drills accounts) or indirectly through other sources (e.g. AT, ADOS accounts).

b. AT Policy. Supported commands and unit COs should plan AT events through the BE to be consolidated at the NAVOPSPTCEN and RCC to ensure proper stewardship of AT funds. AT should be planned and used through the OSPlan to incorporate training events and operational support to meet the supported command's plan for each reservist. The basic funded AT tour length is 14 days for members of the Selected Reserve (SELRES). Volunteer Training Unit (VTU) members are not authorized AT. Unit COs may authorize up to 17 days plus 1 day of travel (or up to 2 days travel for OCONUS orders) for unit members if: Funds are available and the decision does not impede other unit members from receiving their 14-day "entitlement." "Split ATs" are authorized.

(1) If funds are available, SELRES are authorized to conduct additional AT days up to the 30-day cap (including all travel) discussed in reference (c) to attend the following courses: Leadership school, Direct Commission Officer (DCO) School, Supply Corps Basic Qualification Course (BQC) two-week course, Senior Enlisted Academy Non-Resident Course to include the Command Master Chief/Chief of the Boat course (2 week in-resident phase), USS Constitution CPO Heritage weeks, and up to five days above entitlement for Chief Petty Officer selectees to complete required training and attend induction day and pinning. These additional AT days will be funded by the Reservist's NAVOPSPTCEN by the RC chain of command actively moving money between accounts based on analyses derived from the BE tool in NROWS.

(2) As a rule, all SELRES are expected to perform an AT each year. AT "entitlement" exception waivers must be submitted, approved and entered into the Navy Standard Integrated Personnel System (NSIPS). AT order applications SHALL be submitted no later than 31 July 2009. AT applications will not be accepted after the 31 July deadline. RCCs will submit a quarterly waiver report to COMNAVRESFORCOM (N3).



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c. ADT Policy

(1) Operational Support ADT Funding. When AT orders are not sufficient to complete an entire requirement, the AC chain of command (via Navy Echelon II and Combatant Commander OSOs) has ADT-Special funding to supplement, thereby ensuring the Fleet's priority requirements are met. Reserve Supply Corps officers with a 3165 designator are not authorized to perform ADOS or long-term ADT until they have completed all required basic training including the Supply Corps Basic Qualification Course.

(2) School ADT Funding. Applications for schools with Course Identification Numbers (CINs) should be submitted as ADT and will be funded based on the OSPlan and the following priority:

(a) Priority 1 - completing RESCORE "A" schools, and COMNAVRESFORCOM Board selected professional education opportunities. NAVOPSPTCEN's shall obtain quotas for all RESCORE Sailors as soon as they check on board.

(b) Priority 2 - all other "A" and billet required Navy Enlisted Classification "C" schools.

(c) Priority 3 - Mission essential schools including Global Maritime and Transportation School rate training.

(d) Priority 4 - all other schools.

d. ADOS Policy. All RC chain of command ADOS requirements flow through CNRFC N3 to PERS-4G.

e. Additional Drills. As their AC Commander's representatives, OSOs and Unit COs determine the Reserve Unit Identification Code (RUIC) units receiving Additional/Flight Training Periods (ATP/AFTP) and Reserve Management Periods (RMP). This is accomplished through requirement inputs to the FY09 OSPlan, the subsequent OSPlan distribution of funding, and authorization in the Reserve Headquarters System (RHS)/NSIPS. OSOs (working with COMNAVRESFORCOM (N31)) identify total unit as well as individual member drill authorizations and manage drill accounts as necessary to complete their missions based on their Additional Drill budget and the individual drilling limits per reference (c). Using unit budgets, Unit COs (working with OSOs) determines distribution to Sailors. NAVOPSPTCEN COs will assist Unit COs in monitoring additional drill expenditures.

f. Operational Reporting Requirements. To document overall operational support to the Fleet on Inactive Duty Orders, Unit COs will enter data the last Friday each month on the Navy Reserve Web Site's IDT Operational Support Data Capture project.

g. Travel Vouchers. Members who have not submitted a travel claim within 60 days from the date the duty ended should not receive additional IDTT, AT, ADT, or ADOS orders until such time as a travel claim is submitted. Authorizing Officials (AO) shall ensure that split disbursements and travel advances are identified on the travel claim for payment and recoupment.

3. Manpower and Personnel. All O-5s and O-6s, regardless of a community's overall end strength, shall be removed from In Assignment Processing (IAP) status by 28 February 2009. Senior Officers may request an overgrade waiver or interim fill assignment however, when a junior best qualified officer is identified, or as end-strength policies dictate, the member shall be transferred to the VTU. Transfer to the VTU does not preclude registration and assignment application in APPLY or additional interim fill or overgrade waiver assignments.

a. Drill Execution. Members approved by COMNAVRESFORCOM (N12) for an overgrade or interim fill assignment or are in an IAP status, are not authorized to drill more than two consecutive months in advance without a waiver from COMNAVRESFORCOM (N11). No member is authorized to drill in a pay status beyond their obligated service. This includes members who request transfer to the IRR, are HYT or have submitted a Fleet Reserve retirement request. Unit and NAVOPSPTCEN Commanding Officers are responsible for enforcing this policy.

b. Centralized Assignments. COMNAVRESFORCOM (N12), is the authorizing authority for all junior officer (O-4 and below), non command assignments via JOAPPLY. Enlisted members shall request assignments by submitting an electronic dreamsheet using CMS-ID. When vacant billets exist for local assignment, NAVOPSPTCENs shall request orders from COMNAVRESFORCOM (N12) via their Regional Component Commanders.

(1) The IDTT Priority Manning (PRIMAN) is no longer an official program. However as with other discretionary resources, OSOs have IDTT accounts, which they may use to achieve the intended objective of having members drill with operational units according to their AC commanders' priorities.



(2) Members returning from involuntary mobilization are authorized to remain in a pay status for one year except where precluded by law or HYT limits. Members who were involuntarily mobilized and choose to voluntarily extend their mobilization orders are not guaranteed a 1 year pay status assignment upon demobilization.

(3) Members demobilizing who have reached HYT limits are authorized to remain in a pay status for up to 90 days pending PERS-913 HYT waiver application and adjudication.

(4) Members in a non-pay status who volunteer for Active Duty orders or are serving in a voluntary status on either Active Duty for Operational Support (ADOS) or three year active duty recall orders shall return to a non-pay status (VTU/IRR).

(5) Members who receive official notification of an impending mobilization who's EOS expires prior to the release date of being mobilized, must either extend their contract or reenlist in order to cover the period of the mobilization. Members who refuse to take the above action shall be transferred to the VTU.

c. Incentives. All NAVOPSPTCENS shall ensure Incentive eligibility determinations have been completed and applications submitted to COMNAVRESFORCOM (N11) within 5 calendar days of the member's first drill weekend for newly reported members, or date of reenlistment, if already a member of the drilling reserve. If a member declines the incentive, the member must sign a Page 13 of Declination. The written agreement and/or the Declination Page 13 shall be scanned, electronically submitted to COMNAVRESFORCOM (N11) and the original Page 13 filed in the member's electronic service record.

d. Members pending Administrative Action. Navy Reserve Units shall continue to transfer personnel evaluated as Not Physically Qualified (NPQ) who elect a Physical Evaluation Board to the local TPU. Personnel undergoing administrative action that could result in separation (e.g. positive urinalysis, multiple PFA failures) shall remain in their assigned unit pending resolution of their case. Personnel undergoing processing for administrative separation for unsatisfactory participation shall be transferred to the VTU pending administrative separation. Navy Reserve Units shall submit

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detachment of individual EVAL/FITREP for members transferred to  
a TPU/VTU.

  
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